**JOB OFFER LETTER**

Dear **[Candidate Name],**

With great pleasure, I would like extend the following employment offer.

Position: **[Job title]**

Start date: No later than **[date]**

Salary: **[Dollar amount]** per **[hour, year, etc.]**

This employment offer is contingent upon the successful completion of **[background check, drug screening, reference check, I-9 form, etc.**]. This offer is not a contract of employment, and either party may terminate employment at any time, with or without cause.

Sincerely,

**[Your Signature]**

**[Your Printed Name]**

**[Your Job Title]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Candidate Signature** |  | **Candidate Printed Name** |  | **Date:** |